

MEMORANDUM OF UNDERSTANDING

BETWEEN THE MONTANA DEPARTMENT OF CORRECTIONS & POWELL COUNTY SHERIFF'S OFFICE

This Memorandum of Understanding (MOU) is entered into on this 3RD day of MAY, 2010, by the Montana Department of Corrections (MDOC) and the Powell County Sheriff's Office (PCSO). The parties enter into this agreement to outline the use of the PCSO Reverse E-911 CityWatch® alert notification system for use by MDOC facilities and programs for incident notifications. This MOU shall supersede all other previous automatic alert notification system MOU's entered into by both parties.

I. PURPOSE

This MOU establishes the respective responsibilities of the parties in the operational use and support requirements for the CityWatch® alert system located at the PCSO facility.

II. DEFINITIONS

A. CityWatch®-is a 24/7 alert notification system which utilizes a software application for notifying personnel via email, cell phone (voice and text), and landline phone systems. It incorporates a GIS mapping feature allowing the Host Organization to select a specific geographic area to be the target of a voice notification.

B. Host Organization- The organization responsible for maintaining and operating the equipment required to properly operate the Automated Emergency Notification System.

C. User Organization-any organization permitted access to the CityWatch® system and not performing duties as the System Administrator.

D. System Administrator- The person(s) within the Host Organization responsible for all duties associated with ensuring the Automated Emergency Notification System is fully operational at all times.

III. RESPONSIBILITIES

A. Powell County Sheriff's Office.

1. To own, operate and maintain all equipment for the operations of the CityWatch® system.
2. House all equipment at their facility.
3. Act as the System Administrator and perform all associated functions.

4. Provide administrative and end user access to the CityWatch® system for selected MDOC facilities and programs.
5. Immediately notify Montana State Prison (MSP) Command Post of any disruptions to the system preventing its use in excess of 15 minutes.
6. Coordinate with MSP Security Major or designee on training requirements, dates, and locations.

B. Montana Department of Corrections.

1. Provide a by name list to PCSO of facilities and personnel permitted to access the MDOC portion of the CityWatch® system. This list will articulate what system protocol levels each facility and person is granted. At a minimum, MDOC is granted the following access to its portion of the CityWatch® system:
 - (a) MDOC Emergency Manager is granted administrator and end user protocols.
 - (b) MSP Command Post has administrator and end user permissions. Administrator protocols are granted to the Security Major, Shift Captains and Lieutenants, and Staff Sergeants.
 - (c) MSP Security Major will assign staff to maintain and update in coordination with the MDOC Emergency Manager, the MDOC alert notification call roster and provide this roster to the PCSO System Administrator. Any changes to the roster require notification to the PCSO System Administrator within 24 hours of the change. Also, coordinate with PCSO System Administrator for all training requirements.
 - (d) Montana Women's Prison (MWP) Control has end user permissions only for selected staff personnel.
2. Immediately notify the PCSO System Administrator or appropriate representative of any user issues.

IV. COMPENSATION.

MDOC has previously provided funding to PCSO in support of the implementation of the CityWatch® alert system. Both parties agree that this amount shall encompass all costs associated by MDOC's use of the CityWatch® alert system.

V. LIAISONS.

A. MDOC:

1. Mr. Garrett P. Fawaz, Emergency Manager, (406-444-0366) 1539 11th Avenue, Helena, MT 59620 or successor serves as the MDOC liaison.
2. Mr. Tom Wood, Security Major, Montana State Prison, 500 Conley Lake Road, Deer Lodge, MT 59722-9707 or his successor serves as the MSP liaison.

B. PCSO:

1. Sheriff Scott F. Howard, (406-846-2711), 313 4th Street, Deer Lodge, MT 59722 or his successor serves as the PCSO liaison.

VI. TERMINATION.

Either party may terminate this MOU without cause by providing written notice to the other as described in this paragraph. The party desiring to terminate the MOU shall provide written notice to the other, which notice will establish a termination date not less than 60 calendar days from the date of such notice.



Sheriff Scott F. Howard
Powell County Sheriff Office

May 3, 2010

Date



Director Mike Ferriter
Montana Department of Corrections

5/13/10

Date

Reviewed by:



Legal Counsel
Powell County

May 17, 2010

Date

Reviewed by:



for Diana Koch, General Counsel
Montana Department of Corrections

5/11/2010

Date